



### APPLICATION

- 10.1 This policy applies to the NPF employer negotiations team responsible for negotiating the terms and conditions of NPF unionized employees.

### APPROVAL AUTHORITY

Chief Executive Officer (CEO) or delegate.

### OPI

Chief Human Resources Officer (CHRO)

### ENQUIRIES

- 10.2 All enquiries on the interpretation and application of this policy are to be directed to the HRM or RMHR and when required, forwarded to the OPI.

### POLICY PURPOSE

- 10.3 The objective of this policy is to establish a framework to ensure that collective bargaining is coordinated efficiently, consistently and in keeping with the requirements of NPF and its employees.

### GENERAL POLICY

- 10.4 It is the policy of NPF to negotiate collective agreements, in compliance with applicable legislation and the collective bargaining mandate.
- 10.5 NPF is a separate employer under the PSLRA and as such the collective agreement sets forth the terms and conditions of employment for the specific group of employees identified therein. Any conflict between the terms of the collective agreement and the policies contained in the Human Resources Policy for NPF are resolved in favour of the collective agreement. When the collective agreement is silent on a particular matter, NPF HRPOL may apply. Further information should be directed to the Labour Relations and Compensation Directorate.

## AUTHORITIES

10.6 The levels of accountability are as follows:

- a. The Chief of the Defence Staff has designated the authority to negotiate NPF collective agreements and to administer the PSLRA for NPF employees to the Chief Executive Officer (CEO) of NPF. The CEO has the delegated authority for:
  - i. initiating enquiries and responding to complaints and enquiries brought before the Public Service Labour Relations and Employment Board (PSLREB) regarding NPF employees;
  - ii. ensuring the continuity and expertise required to negotiate collective agreements;
  - iii. determining the NPF Collective Bargaining mandate and securing Treasury Board Secretariat approval;
  - iv. approving and amending the national bargaining mandates for specific terms and conditions of employment;
  - v. providing overall direction on matters relating to collective bargaining;
  - vi. signing the collective agreements after ratification; and
  - vii. approving proposed changes once the national bargaining mandate has been finalized. This responsibility is exclusive to the CEO and cannot be delegated.
- b. CHRO is responsible for:
  - i. directing on a day-to-day basis, the collective bargaining process;
  - ii. managing on a day-to-day basis, the administration of the PSLRA;
  - iii. providing the Executive Management Board (ExMB) with suggestions and recommendations to assist in the development of bargaining mandates to determine the terms and conditions of employment for unionized employees;
  - iv. carrying out the research and analysis to develop bargaining mandates,
  - v. advising the ExMB on all bargaining mandate issues, and
  - vi. negotiating NPF collective agreements on behalf of the Employer.
- c. a Chief Negotiator, appointed by the Director of Director Human Resources Programs and Services (DHRPS), is responsible for:
  - i. the negotiation of NPF collective agreements on behalf of the Employer.  
and
- d. Division Heads and B/W Comds may provide the Chief Negotiator with recommendations for specific local terms and conditions of employment. The Chief Negotiator is delegated by the CEO to make a final determination on outstanding matters.
- e. All Managers and supervisors are responsible for applying the Collective Agreements.
- f. HRMs are responsible for:
  - i. providing guidance on interpreting and applying collective agreements; and
  - ii. ensuring that collective agreements are applied appropriately.
- g. RMHR are responsible for carrying out compliance reviews to ensure that collective agreements are being applied appropriately.

## REFERENCES

10.7 The following legislation is relevant to the content of this policy:

- *The Public Service Labour Relations Act (PSLRA)*